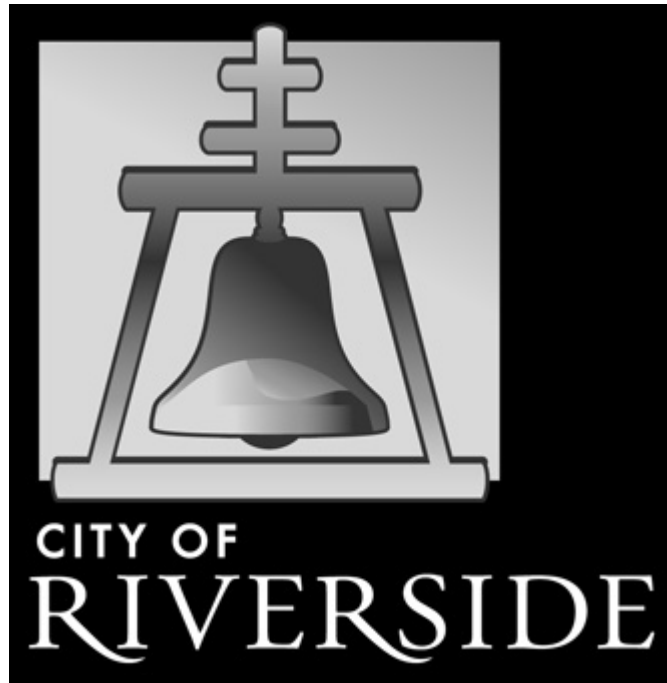


**CITY OF RIVERSIDE
2007/2008 CDBG APPLICATION**



**2007/2008 APPLICATION & INFORMATION PACKET
FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS**

**CITY OF RIVERSIDE
DEVELOPMENT DEPARTMENT
HOUSING AND NEIGHBORHOODS DIVISION
3900 MAIN STREET, 5TH FLOOR
RIVERSIDE, CA 92522
(951) 826-5879**

**CITY OF RIVERSIDE
DEVELOPMENT DEPARTMENT
HOUSING AND NEIGHBORHOODS DIVISION**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
2007/2008 APPLICATION PACKET**

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FRIDAY, JANUARY 12, 2007 - APPLICATION WORKSHOP, 10 A.M., CITY HALL

WEDNESDAY, JANUARY 31, 2007, 4:00 p.m. – COMPLETE APPLICATIONS DUE

I. APPLICATION INTRODUCTION AND PROCEDURES

The City of Riverside invites interested and eligible parties to submit proposals for the 2007/2008 Community Development Block Grant (CDBG) Program funded by the U.S. Department of Housing and Urban Development (HUD).

You may also request to have an electronic copy of this application packet sent to you by e-mail. Requests for electronic copies should be sent to nflores@riversideca.gov. E-mail requests will not be accepted before Thursday, December 28, 2006. The CDBG application will also be posted on the City of Riverside web site at: www.riversideca.gov

The following sections include information for potential applicants on the federal and local guidelines for the CDBG program as well as the City's application. CDBG funded projects must comply with strict eligibility criteria. Prior to submission, please carefully review this information package to determine if your request for funds will qualify under the federal CDBG regulations. While City of Riverside staff is available to provide technical assistance, it is the responsibility of the applicant to become educated on the federal regulations that govern the CDBG program. For more detailed information on HUD guidelines, go to www.hud.gov.

Applications for CDBG funding must be completed in full and submitted to the City of Riverside **no later than 4:00 p.m. Wednesday, January 31, 2007**. When complete, submit **one original and three copies** of your application to the following location:

**City of Riverside
Development Department
Housing and Neighborhoods Division
3560 University Ave., Suite C
Riverside, CA 92501
(951) 826-5879**

**APPLICATIONS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED.
LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

Technical Assistance

Development Department staff is available to answer questions regarding CDBG regulations, applicant and project eligibility and the City's application process. All potential applicants, including previously funded agencies, are invited and encouraged to attend the CDBG Application Workshop identified below.

**CDBG Application Workshop
Friday, January 12, 2007
10:00 a.m. – 12:00 noon
Mayor's Ceremonial Room, 7th Floor
City Hall, 3900 Main Street
Riverside, CA**

At this workshop, we will review HUD CDBG eligibility guidelines and the City's 2007/2008 application criteria and selection process. Applicants not in attendance at the workshop will be responsible for any information relevant to the application process presented at the workshop.

For further information on the CDBG process or the Application Workshop, please contact Don Smith at (951) 826-5615 or Nicole Flores at (951) 826-2362. If you are considering seeking funding for a capital improvement project, please contact Maurice Oliva at (951) 826-5516.

We look forward to working with you on 2007/2008 CDBG Funding process.

II. WHAT IS THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM?

The United States Department of Housing and Urban Development (HUD) administers the Community Development Block Grant (CDBG) Program. The primary purpose of the CDBG Program is to assist low and moderate-income persons. The primary objective of the HUD CDBG Program is the development of viable communities by providing decent housing, a suitable living environment, and expanded economic opportunities primarily for low- and moderate-income residents. The national objectives of the CDBG program were established to assist local communities with activities focused on:

- Eliminating slums and blight, preventing deterioration of property, providing needed neighborhood community facilities, provision of supportive services;
- Preserving and improving the supply of affordable housing through improvement of low- and moderate-income housing;
- Acquisition, design, construction, and installation of needed public facilities, improvements, and accessibility measures;
- Creation and retention of jobs for low- and moderate-income persons through the expansion of business opportunities and the provision of financial incentives to businesses.

III. HOW CAN CDBG FUNDS BE USED?

Federal regulations require that CDBG funds be used for eligible activities that meet one of three national objectives:

- Benefit to low- and moderate-income persons;
- Aid in the prevention or elimination of slums or blight; and
- Meet a need having a particular urgency

The City of Riverside uses its annual CDBG allocation to fund projects and activities undertaken by city departments and community-based non-profit agencies specifically

to address the housing and community development needs of low- and moderate-income persons. CDBG funding can be for a variety of activities to meet HUD statutory goals including but not limited to:

DECENT HOUSING - - which includes:

- assisting homeless persons obtain affordable housing;
- assisting persons at risk of becoming homeless;
- retention of affordable housing stock;
- increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability;
- increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence; and
- providing affordable housing that is accessible to job opportunities.

A SUITABLE LIVING ENVIRONMENT - - which includes:

- improving the safety and livability of neighborhoods;
- increasing access to quality public and private facilities and services;
- reducing the isolation of income groups within areas through spatial de-concentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods;
- restoring and preserving properties of special historic, architectural, or aesthetic value; and
- conservation of energy resources.

EXPANDED ECONOMIC OPPORTUNITIES - - which includes:

- job creation and retention;
- establishment, stabilization and expansion of small businesses (including micro businesses);
- the provision of public services concerned with employment;
- the provision of jobs to low-income persons living in areas affected by those programs and activities or jobs resulting from carrying out activities under programs covered by the plan;
- availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices;
- access to capital and credit for development activities that promote the long-term economic and social viability of the community; and
- empowerment and self-sufficiency for low-income persons to reduce generation poverty in federally assisted housing and public housing.

Under HUD CDBG regulations, at least 51% of those benefiting from CDBG funded activities must be low and moderate-income persons. **Agencies and organizations receiving CDBG funding must be able to document that the individuals or households it serves fall within the HUD income limits.** The HUD income guidelines for the 2007/2008 program year are as follows:

2006 HOUSEHOLD INCOME LIMITS

	1 Person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
Extremely Low (30% & below)	\$12,100	\$13,800	\$15,550	\$17,250	\$18,650	\$20,000	\$21,400	\$22,750
Low-Income (between 30% to 50%)	\$20,150	\$23,000	\$25,900	\$28,750	\$31,050	\$33,350	\$35,650	\$37,950
Moderate Income (between 50% to 80%)	\$32,200	\$36,800	\$41,400	\$46,000	\$49,700	\$53,350	\$57,050	\$60,700

The City of Riverside anticipates receiving approximately \$3 million in CDBG funding from HUD for fiscal year 2007/2008 for use beginning July 1, 2007. All applicants and proposed activities must meet HUD CDBG eligibility guidelines to be considered for funding. Not more than 15% of these funds can be used for public service projects.

FINAL ALLOCATION OF CDBG FUNDS IS CONTINGENT UPON CITY COUNCIL ACTION, HUD AWARD OF FUNDS AND FULL EXECUTION OF SUB-RECIPIENT CONTRACT AGREEMENT. Completion and submission of this application does not obligate the City of Riverside to allocate CDBG funds to your activity.

Please be advised. If your organization is awarded funding for program year 2007/2008, you may begin incurring expenses for the funded project/activity on July 1, 2007; however grant funds for reimbursement will not be available until the City receives a release of funds from HUD which is anticipated in October 2007.

IV. ELIGIBLE AND INELIGIBLE ACTIVITIES

The following activities are examples of eligible CDBG activities. Please note this list is not inclusive of all types of activities that may be eligible under the CDBG Program:

- Acquisition, construction or rehabilitation of neighborhood facilities and facilities for persons with special needs (e.g. homeless shelters, group homes or halfway houses);
- Construction or rehabilitation of housing units for low- and moderate-income persons;
- Economic development activities that create full-time jobs for low- and moderate-income persons;
- Health care and substance abuse services;
- Child care and after-school programs;
- Transitional housing and supportive services for the homeless;
- Fair Housing counseling;
- Crime prevention activities;
- Parks, playgrounds, and recreational facilities;
- Senior and disabled centers, except 24-hour care facilities;
- Removal of architectural barriers, which restrict mobility of persons with disabilities;
- Installation, construction and rehabilitation of infrastructure (e.g. water/sewer lines, streets and sidewalks).

The following activities are examples of ineligible CDBG activities. Please note this list is not inclusive of all types of services that may be ineligible under the CDBG Program:

- Political activities
- Religious activities
- Purchase of construction equipment
- Purchase of equipment*, fixtures, motor vehicles, furnishings, or other personal property that is not an integral structural fixture

**Equipment is defined as nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more.*

Indirect Costs. Additionally, the City of Riverside does not fund Indirect Costs. Indirect Costs are those that have been incurred for common or joint objectives that cannot be readily identified with the particular activity or service approved by City Council. **Only those costs incurred for the specific CDBG activity or service approved by City Council shall be reimbursed.**

V. CDBG PROGRAM ADMINISTRATION, PROCESS AND SELECTION OF FUNDING RECIPIENTS

The City of Riverside CDBG Program is administered by the Housing and Neighborhoods Division of the Development Department. Staff is responsible for facilitating project implementation, monitoring project activities and outcomes, and ensuring compliance with all HUD requirements and regulations such as fair housing, Davis-Bacon requirement (prevailing wages), environmental reviews, affirmative action, competitive bid procedures, and fiscal and contract administration.

The City of Riverside encourages citizen participation in the CDBG process through a series of public meetings, as well as through a published announcement prior to final project and program selection. Throughout the program year, citizens are given an opportunity to comment on all aspects of the City's CDBG Program uses and performance. The City is required to prepare both an annual action plan and an annual performance report for HUD identifying community priorities and documenting accomplishments through funded activities, programs, and projects. These reports are available for public review.

The schedule of CDBG Community Workshops for the 2007/2008 program year is as follows:

Ward	Date	Location
Ward 7	Wednesday, January 17, 2007, 6:30 pm	Norte Vista High School
Ward 5	Thursday, January 18, 2007, 6:30 pm	Hunt Park Community Center
Ward 2	Monday, January 22, 2007, 6:30 pm	Stratton Community Center (Bordwell)
Ward 3	Wednesday, January 24, 2007, 6:30 pm	Janet Goeske Senior Center
Ward 1	Monday, January 29, 2007, 6:30 pm	Main Library
Ward 6	Wednesday, January 31, 2007, 6:30 pm	Bryant Park Community Center
Ward 4	Monday, February 5, 2007, 6:30 pm	Villegas Park Community Center

Development Department Staff is responsible for pre-screening all CDBG Grant Applications in order to determine eligibility with Federal regulations. The eligible applications are then ranked based on a number of factors including, but not limited to: priority needs and local objectives as outlined in the City's Five-Year Consolidated Plan, community input gathered through the public participation process, cost effectiveness of the proposed project including leveraging of CDBG funds with other resources, and past grant performance by the applicant (if applicable).

City Council members each review the applications, Council Ward and community priorities and evaluations made by staff to determine the final recommendations for consideration by the full City Council. A public hearing will be held in April of 2007, where the City Council will receive community input before making a final determination on the allocation of CDBG funding for the 2007/2008 program year.

Once the City Council has made its final determination, applicants will be notified in writing of the disposition of their application. All applicants awarded funding will be required to execute a standard HUD CDBG Sub-recipient Contractual Agreement prior to implementation of their respective project/activity. No funds shall be disbursed to a contract sub-recipient until HUD provides a final award letter to the City of Riverside, and a contract is fully executed by the respective parties. Throughout the program year, City Staff will monitor the performance of the Grant Applicant to ensure compliance with the provisions of the approved contract.

DUE DATE: January 31, 2007

DATE RECEIVED BY CITY: _____

**CITY OF RIVERSIDE
2007-2008 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**

I. APPLICANT/PROJECT INFORMATION

AGENCY/ORGANIZATION NAME: _____

PROJECT/ACTIVITY NAME: _____

PROJECT ADDRESS/LOCATION: _____

PROJECT LOCATED IN COUNCIL WARD # _____

PROJECT SERVICE AREA (please identify specific neighborhood(s)/community or citywide):

PROJECT TYPE (please choose only one of the following):

___ Neighborhood facility construction/improvements

___ Housing construction/rehab

___ Public infrastructure construction/improvements

___ Homeownership assistance

___ Economic development/commercial rehab

___ Real Property Acquisition

___ Community facility construction/improvements
(facilities for persons w/special needs)

___ Public Service activity
(limited to 15% of City allocation)

PROJECT DESCRIPTION: _____
(please provide a simple phrase or sentence)

APPLICANT ADDRESS:

APPLICANT PHONE #: (_____) _____

APPLICANT FAX #: (_____) _____

APPLICANT E-MAIL ADDRESS: _____

CONTACT PERSON/TITLE: _____

TOTAL CDBG FUNDS REQUESTED: \$ _____

TOTAL PROJECT/ACTIVITY BUDGET: \$ _____
(Amounts taken from Application Budget)
FEDERAL TAX ID # _____

Only federally registered 501(c)(3) or (6) Non-profit organizations, governmental entities or educational institutions may apply. **Please check which type of organization you represent:**

- ☐ Registered non-profit. Please attach a copy of IRS determination letter to application
☐ Government entity
☐ Educational Institution. Please attach IRS determination of exempt status.

Only applicants licensed for the proposed activity (where applicable) may apply. A few examples of programs requiring licenses include Child Day Care Facilities, Day Care Centers, Family Day Care Homes, and Residential Care Facilities.

Under federal or state law, does your proposed project require a license or certificate to operate?

___YES ___NO

If yes, please attach a copy of the license or certificate to this application.

Is your organization considered a faith-based organization? ___YES ___NO
(Requested for HUD statistical purposes only. Your response does not effect funding decision.)

Have you previously received CDBG funding for this specific project/activity from the City of Riverside?

___YES ___NO

Have you previously received CDBG funding for a different project/activity from the City of Riverside?

If yes to either, please identify years, projects and amounts funded in the last five years:

Year	Project/Activity	Amount
2006-2007		
2005-2006		
2004-2005		
2003-2004		
2002-2003		

If funded, can this project/activity proceed on July 1, 2007? ___YES ___NO

Please provide a brief summary of your agency/organization's history and overall function and purpose. Limit your response to the space below.

II. HUD CDBG NATIONAL OBJECTIVES CRITERIA

Applicants seeking CDBG funding from the City of Riverside must propose activities designed to meet the HUD National Objective of providing a direct benefit to low- and moderate-income persons.

1. **Please select one of the following CDBG eligibility categories for your proposed project.**

___ **Low- Moderate-Income Area Benefit:** An activity that benefits all residents in a particular area where at least 51% of the residents are low- and moderate-income persons as determined by the most recently available decennial Census information or other statistically reliable standards as approved by HUD.

If selecting this category, please identify the census tract(s) to be served: _____

___ **Low- Moderate-Income Limited Clientele:** Activities under this category must either benefit a clientele that is generally presumed to be principally low- and moderate-income (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers); **OR** require documentation on family size and income in order to show that at least 51% of the clientele served are low- and moderate-income.

If selecting this category, please identify the primary clientele served: _____

___ **Low- Moderate-Income Housing Activity:** An activity undertaken for the purpose of providing or improving permanent residential structure(s) which, upon completion, will be occupied by low- and moderate-income persons at an affordable rate. If structure contains more than one unit, at least 51% must be occupied by low- and moderate-income persons.

If selecting this category, please identify activity type: _____

___ **Low- Moderate-Income Job Creation or Retention Activity:** An activity designed to create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

If selecting this category, please identify job type: _____

2. **Please identify the CDBG National Objective and Outcome your proposed activity will help accomplish (select one in each category):**

Objective:

- ___ Create Suitable living environment
___ Provide decent affordable housing
___ Create economic opportunity

Outcome:

- ___ Availability/Accessibility
___ Affordability
___ Sustainability

3. **Please answer yes or no to each of the following. Is the purpose of this activity to:**

Help prevent homelessness?	Y	N
Help the homeless?	Y	N
Help those with HIV/AIDS?	Y	N

Primarily help persons with disabilities? Y N

4. **Estimate the performance measurement outcomes from the proposed project/activity and provide a number for the statement below that best describes your project outcomes.** If proposing a project with an area benefit, you may use census tract data. If proposing a project that is currently receiving CDBG funding, report your projected outcomes under the category representing your initial results (new, improved or enhanced quality).

- _____ People now have new access to this service or benefit
- _____ People now have improved access to this service or benefit (expanded service)
- _____ People now receive a service or benefit that is no longer substandard
- _____ People now have new access to this type of public facility or infrastructure improvement
- _____ People now have improved access to this type of public facility/ or infrastructure improvement (expanded service)
- _____ People that are served by public facility or infrastructure that is no longer substandard
- _____ Number of beds created in overnight shelter or other emergency housing (capital project)
- _____ Number of homeless persons given overnight shelter (service activity)
- _____ Number of affordable rental units constructed. Identify number designated for:
 - _____ elderly _____ persons w/HIV/AIDS _____ homeless persons/families
- _____ Number of affordable rental units rehabilitated. Of these units identify number for:
 - _____ elderly _____ persons w/HIV/AIDS _____ homeless persons/families
- _____ Number of affordable homeownership units acquired or constructed.
- _____ Number of affordable homeownership units rehabilitated or improved.
- _____ Number of homebuyer households that received assistance.
- _____ Number of households that received emergency assistance to prevent homelessness
- _____ Number of households that received short-term rental assistance
- _____ Number of jobs created
- _____ Number of jobs retained
- _____ Number of new businesses assisted
- _____ Number of existing businesses assisted with expansion or relocation
- _____ Number of businesses assisted with commercial façade treatment/building rehab
- _____ Number of businesses assisted that provide goods or services to meet the needs of a targeted service area, neighborhood or community

III. CDBG APPLICATION NARRATIVE SECTION

Please respond to each of the following questions. Please keep your responses brief and to the point. Your response to any one question should be no more than one page. In the event that additional information is needed, CDBG Program staff will contact you. **No revisions will be allowed after January 31, 2007.** Please do not attach additional information to this application. Unsolicited information will not be considered for review.

PROJECT SUMMARY. Please provide a brief summary of your proposed project or activity (50 words or less). This description will be used in application summaries provided for review with City Council members and throughout the application process.

1. **What specific community need(s) or issue(s) is your project/activity designed to address?** Please include a description of the target population and/or area that your project will benefit. Identify in your description the HUD Statutory CDBG Program Goal (identified in the introduction above) your project will address.
2. **How will your project/activity help to address the community need(s) or issue(s) identified above?** Your response should outline your scope of work for the proposed project. Please include:
 - Services to be provided or proposed work to be completed
 - Number of low- and moderate-income persons/households to benefit from activity (if area benefit, use census data)
 - Other quantifiable results such as service beds or jobs created, number of housing units completed, square footage of service area rehabilitated or added, linear feet of sidewalk resurfaced, etc.
 - Specifically how CDBG funds will be expended.
3. **Please describe the methods that you will use to document that the population served with CDBG funding meets the HUD eligibility criteria and that all HUD required data will be collected and reported to the City.**
4. **Please describe your organization's experience with implementing the type of project/activity that you are proposing.** Include information on any consultants or contractors to be used on the project. Please identify results of any previous efforts to implement similar project.
5. **Please identify the key personnel that will be responsible for this project including the management, staff and volunteer positions.** Please include qualifications and experience of existing personnel as well as requirements for unfilled positions that will be involved with the project.
6. **Briefly describe your organization's financial capacity including your accounting and financial reporting system.** Discuss the internal controls used to ensure the safeguarding of funds and proper classification of expenditures to ensure that a thorough record of expenditures can be provided for purposes of an audit.
7. **Please describe your organization's experience with using government funding resources as well as your fund raising experience with both government and non-government sources.**

8. **The City of Riverside encourages the strategic use of grant funding. How would you leverage Riverside CDBG funds in collaboration with other organizations, governmental entities, and grant sources which fund your project/activity?** Please identify in your response any regular participation in community coalitions, collaboratives, meetings, etc.
9. **Please identify other sources of funding to be used to support the proposed CDBG activity.**

FUNDING SOURCE	AMOUNT
Section 108 Loan Guarantee	
Other Consolidated Plan Funds	
Home	
ESG	
HOPWA	
Other Federal Funds	
State/Local Funds	
Private Funds	
Other	
TOTAL	

10. **Please provide a timeline for the implementation of your proposed CDBG funded project/activity.** You must provide an implementation timeline even if the funding is requested for an on-going project. Your timeline should reflect an ability to initiate the proposed project on July 1, 2007 and complete the proposed project by June 30, 2008.

IV. ORGANIZATIONAL GOVERNANCE

Please identify the members of your organization's Board of Directors or governing body. **If a non-profit agency, please attach to this application, a copy of your organizational by-laws and articles of incorporation.**

NAME	OCCUPATION & EMPLOYER	PHONE NUMBER	BOARD POSITION	YEARS ON BOARD

V. CDBG PROJECT BUDGET FY 2007-2008

Please provide budget information identifying the total costs for the project/activity proposed. Include all expenses associated with the project even if you are not requesting CDBG funds for that line item.

For Capital Development Projects. You must submit one or more written cost estimates from a licensed and insured contractor with your application. The cost estimate must include a detailed description work and an accurate cost estimate that include federally mandated Davis Bacon prevailing wages for labor, weekly certified payrolls, preparation of construction plans and engineering, and the costs of city entitlement and permits.

1. PERSONNEL: Please complete the following tables

A) WAGES: Please provide the following information for all personnel assigned to the proposed project.

Position	Full-time/ Part-time/ Volunteer?	Hourly Rate	Hours Per Week on project	Weeks Per Year on project	Total Cost	City's CDBG Share
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
SUBTOTAL FOR WAGES					\$	\$

B) FRINGE BENEFITS

TYPE OF COSTS	PERCENT OF SALARY	TOTAL COST	CITY CDBG SHARE
FICA		\$	\$
SUI		\$	\$
OTHER		\$	\$
SUBTOTAL FOR FRINGE BENEFITS		\$	\$

TOTAL STAFF COSTS

TOTAL COST	CITY CDBG SHARE
\$	\$

Please insert totals in the BUDGET OVERVIEW table below.

2. SUPPLIES AND SERVICES COSTS:

CATEGORY	TOTAL COST	CITY CDBG SHARE
SPACE RENTAL	\$	\$
UTILITIES	\$	\$
LIABILITY INSURANCE	\$	\$
WORKMAN'S COMPENSATION INSURANCE	\$	\$
OTHER INSURANCE	\$	\$
CONSULTANT SERVICES*	\$	\$
TRAVEL	\$	\$
SUPPLIES	\$	\$
EQUIPMENT (Must be under \$5,000)	\$	\$
OTHER:	\$	\$
TOTAL SUPPLIES AND SERVICES	\$	\$

Please insert totals in the BUDGET OVERVIEW table.

***CONSULTANT SERVICES** – Please provide the following for all consultants/subcontractors to be used on this project

Service/Contractor name	Hourly Rate	Hours Per Week	Weeks to be Employed	Total Cost	City's CDBG Share
	\$			\$	\$
	\$			\$	\$
	\$			\$	\$

3. TOTAL BUDGET OVERVIEW

COST CATEGORY	TOTAL COST	OTHER SOURCES	CITY CDBG SHARE
PERSONNEL	\$	\$	\$
SERVICES/SUPPLIES	\$	\$	\$
TOTAL	\$	\$	\$

4. OTHER FUNDING SOURCES: If costs are to be shared by other sources of funding, including CDBG funds from other jurisdictions, identify the source of funding, grantor/lending agency, and amount.

FUNDING SOURCE	AMOUNT
	\$
	\$
	\$
	\$

TOTALS

\$

VI. Maintenance and Operation Commitment

The governing body of the above public, Quasi-Public, or Non-Profit entity has the financial capacity and is willing to assume the maintenance and operation responsibility and costs associated with the indicated Community Development project. This body has reviewed Part II of this form and to the best of its ability has determined this budget to be a true and accurate estimate of the annual maintenance and operation costs for the proposed project. The maintenance and operation costs that will be considered are those authorized under 24 CFR 570.201(e) and 24 CFR 570.206(a)(4) while activities under 24 CFR 570.207(a)(2) classified as ineligible will not be allowed. Examples of eligible cost are:

- Rental or Purchase of Equipment (under \$5,000)
- Insurance
- Utilities
- Office Supplies
- Rental and Maintenance of Office Space
- Staff Salary

It is understood that without a commitment for maintenance and operation the indicated project may not be considered for funding under the Community Development Block Grant Program.

NOTE: Community Development Block Grant funds may not be utilized for ongoing maintenance and operation costs of capital improvements/facilities.

Signature of Authorized Applicant Representative

Name and Title of Authorized Applicant Representative (Please Print or Type)

Date

VII. Insurance Requirements

The City requires commercial liability insurance, automobile liability insurance (if any vehicle is operated for any organizational purpose that the City has funded), and workers' compensation insurance (if any individual is employed by your organization). If your funding request is approved, the City will require that new insurance certificates and endorsements be issued pursuant to City Requirements.

Proof of insurance will only be required if your organization is approved for funding.

Insurance Inventory

Project/Activity Name: _____

PRIMARY INSURANCE POLICY

Name of Insurance Company (general liability) _____
Effective Dates of Policy (per occurrence policy) _____
Limits of Liability _____
Deductibles per Occurrence _____

Name of Insurance Company (auto liability) _____
Effective Dates of Policy (per occurrence policy) _____
Limits of Liability _____
Deductibles per Occurrence _____

Name of Insurance Company (workers' compensation) _____
Effective Dates of Policy (per occurrence policy) _____
Limits of Liability _____
Deductibles per Occurrence _____

EXCESS/UMBRELLA POLICY

Name of Insurance Company _____
Effective Dates _____
Limits of Liability _____
Underlying Coverage Limits _____
Name of Underlying Company _____

VIII. References

Please provide the information requested below for three (3) professional references for your organization/agency. References should be from entities with whom you have a contractual relationship or with whom you otherwise have a business relationship.

1) Company Name: _____

Address: _____

Telephone Number: _____

Name of person to contact: _____

Nature of Business Relationship: _____

No. of Years of Business Relationship: _____

2) Company Name: _____

Address: _____

Telephone Number: _____

Name of person to contact: _____

Nature of Business Relationship: _____

No. of Years of Business Relationship: _____

3) Company Name: _____

Address: _____

Telephone Number: _____

Name of person to contact: _____

Nature of Business Relationship: _____

No. of Years of Business Relationship: _____

IX. APPLICANT CERTIFICATION

THE UNDERSIGNED CERTIFIES THAT:

- a) The information contained in this document is complete and accurate;
- b) The proposed program/project described in this application meets the National Objective of benefiting low and moderate-income persons, as defined by CDBG Federal Regulations.
- c) The applicant shall comply with all Federal, State and City laws, policies and requirements affecting the CDBG Program;
- d) If the project is a facility, the sponsor shall maintain and operate the facility for its approved use throughout its economic life; and
- e) Sufficient funds are available from non-CDBG sources to complete the program/project, as described, if CDBG funds are allocated to the applicant.

Signature of Authorized Applicant Representative

Date

Name and Title of Authorized Applicant Representative (Please Print or Type)

X. APPLICATION SUBMITTAL

Please submit ONE ORIGINAL AND THREE COPIES of your completed application to:

**City of Riverside
Development Department
Housing and Community Development Division
3560 University Avenue, Suite C
Riverside, CA 92522**

You will be contacted, in writing, by the Development Department regarding the receipt and status of your grant application. If you have any questions regarding your grant application, or the CDBG Program, contact Don Smith at (951) 826-5615, dmsmith@riversideca.gov or Nicole Flores at (951) 826-2362, nflores@riversideca.gov. If you are considering seeking funding for a capital improvement project, please contact Maurice Oliva at (951) 826-5516, moliva@riversideca.gov.

**APPLICATION DUE DATE: Wednesday, January 31, 2007 no later than
4:00 pm**

APPLICATIONS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED.

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Thank you for your interest in the City of Riverside
and your participation in the
Community Development Block Grant Program